January 30, 2009

MEMORANDUM

TO: All Faculty, Administrators, and Staff
University of Florida Health Science Center

FROM: Douglas J. Barrett, M.D.
Senior Vice President, Health Affairs

SUBJECT: Signature Authority for Health Science Center Agreements

Did you know that you and your family may be at personal financial risk if you sign without written authorization an agreement/contract on behalf of the University?

Those who may sign have been so designated by an express, written, category-specific delegation of signature authority issued by the President of the University of Florida on behalf of the University of Florida Board of Trustees. The University President’s written signature delegation has been extended to the Senior Vice President, Health Affairs, the deans of the Health Science Center colleges, and a limited number of other specified individuals, and only for certain types of agreements/contracts.

The exclusivity of official University signature authority for executing legal agreements/contracts is designed to ensure compliance with all legal requirements and regulations and to protect your profession and livelihood by avoiding liability exposure for you as well as for the University’s affiliated institutions.

In general, no other employee (physician, scientist, administrator) of the Health Science Center has the authority to legally enter into agreements/contracts of any kind on behalf of the Florida Board of Education, the Florida Board of Governors, the University of Florida Board of Trustees, the Health Science Center, its colleges, its departments/units, its affiliated hospitals, or its other affiliated patient care or managed care organizations.

In order to guard against personal financial risks assumed by signing agreements/contracts without University authorization, you should submit information on each proposed agreement/contract to your designated department administrator, or directly to the Health Science Center Office of Contracts and Related Services, for handling and procurement of authorized legal University signatures.

If you have any questions as to the proper signatory for any contractual agreement involving the Health Science Center in Gainesville, please contact the Office of Contracts and Related Services, P.O. Box 112737, Gainesville, FL 32611-2737; 3450 Hull Road, Suite 4206, Gainesville, FL 32607; telephone 352-273-7007, fax 352-273-7231, or E-mail VPHA-contracts@hsc.ufl.edu. Other important contracting information may be found at the Contracts Office website, www.contracts.health.ufl.edu. In Jacksonville, please contact Eric Skinner, J.D., M.B.A., Director, Office of Contract Services, 580 West 8th Street, Tower II Suite 5000, Jacksonville, FL 32209, telephone 904-244-9506, fax 904-244-9524, or E-mail frederic.skinner@jax.ufl.edu.

DJB/cdm

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